

The Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS) is hiring temporary workers to support the delivery of services to victims of Hurricane Katrina. We are looking for applicants to fill the following types of positions:

- **- PROGRAM ASSISTANT**
 - **\$23.00 per hour**

Duties: Assist more experienced staff and contractor's to assess damage, estimate costs to repair infrastructure, and prepare federal disaster assistance grants for cities, towns, and parishes throughout Louisiana. Program Assistants will likely perform a combination of analytical and administrative work.

Desired Qualifications include

- College degree, preferable in engineering or planning
- Computer literate, able to use word processing and spreadsheet programs
- Able to work long hours
- **No experience with FEMA programs is required**

HOURS: 7:00 a.m. to 7:00 p.m. 7 days a week.

INSTRUCTIONS ON HOW AND WHERE TO APPLY

To apply for any of these positions, please prepare your resume and submit to U.S. Post Office, P.O. Box 5097, 750 Florida Street, Baton Rouge, LA 70802. Resumes must include your Social Security Number, contact information (home phone, cellular phone etc) a self-certification of U.S. citizenship, work experience, education and special skills. Once your application is submitted, the Human Resource staff will review for qualifications.

PLEASE NOTE: Qualified applicants will be contacted for pre-employment screening and FBI fingerprint check for a security background investigation.

THE FEDERAL EMERGENCY MANAGEMENT AGENCY IS COMMITTED TO EMPLOYING A HIGHLY QUALIFIED WORKFORCE THAT REFLECTS THE DIVERSITY OF OUR NATION. All applicants will receive consideration without regard to race, color, national origin, sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, and any other non merit factor.

The Federal Government is an Equal Opportunity Employer.